

APPLICATION FOR CONDITIONAL USE PERMIT

Date of Application: _____

Permit Number: _____

To: Brookings County Planning Commission
520 3rd St, Suite 200
Brookings, South Dakota 57006

A.) I/We, the undersigned property owner (s), do hereby petition the Brookings County Planning & Zoning Commission of Brookings County, South Dakota, to grant a Conditional Use to the Brookings County Zoning Regulations for the purpose of:

B.) Section(s) of Zoning Regulations authorizing Conditional Use:

C.) Legal Description of Property:

Form continued on page 2

D.) Time and Date Set for
Hearing before Brookings
County Planning Commission.

Person filing petition – print

Date

Person filing petition – sign

Time

Address

Approved

City

Rejected

State

Date

Zip Code

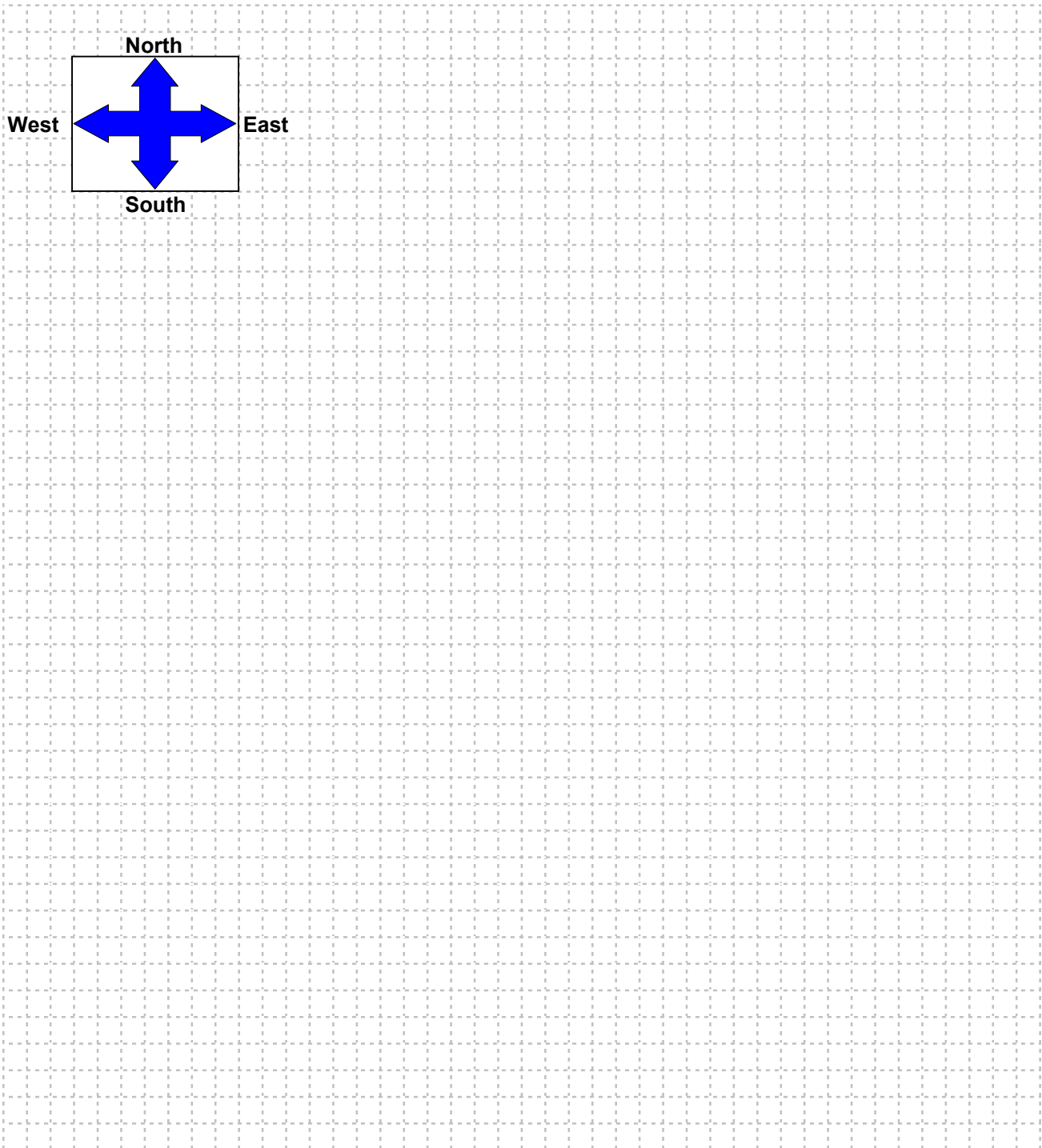
Chairman of Brookings County Planning
and Zoning Commission

Telephone

A conditional use that is granted and not used within three (3) years will be considered invalid.

SKETCH

Please draw a sketch of the site. Show both the existing and the proposed structures. Include the location of public roads, septic treatment systems, feedlots, streams, lakes and drainage ditches.



Guidelines for Applying for a Conditional Use Permit

1. The application, along with a \$100.00 filing fee, made out to “Brookings County Zoning”; must be completed & returned to the Brookings County Zoning Office, 520 3rd St, Suite 200, Brookings, SD 57006 by 5:00 P.M. on the second Tuesday of the month, in order to be on the next’s month’s regularly scheduled meeting agenda. The Zoning Board meets the 1st Tuesday of the Month at 7:00 PM from (November-March), during Daylight Saving Time (April-October) the board meets at 8:00 PM. The meetings are held at the Brookings City & County Government Center, 310 Chambers, 520 3rd St, Brookings, SD 57006.
 - a.) **Application**-page 1, “**Purpose of** “- in this area, write down what you propose to do, operate or build.
 - b.) **Section of Zoning Regulations to be exempt** – this area will be filled out by the zoning office according to what section of the ordinance pertains to your situation.
 - c.) **Legal Description** – is the legal description of the property where you asking for the conditional use.
 - d.) **Print & sign your name**, page 2, along with address & phone number.
 - e.) **Draw a site plan**, page 3, of proposed conditional use area, as pictures will be taken of this area 2 weeks prior to the meeting date. You will be contacted by the Zoning office to set up a time for you to be present when the pictures are taken to ensure we have the correct location of the proposed conditional use.
 - f.) **Application fee** - \$100.00 made out to “Brookings County Zoning”; to be sent along with application.
 - g.) **All adjoining landowners** will be notified by mail & public notice will be published in the paper, with date & time of hearing of the conditional use request.
 - h.) **Plan to attend the zoning meeting** to present your case to the board. You will receive a letter of notification from the zoning office as to the date, time & place of the hearing.